

**KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY**  
**December 11, 2019**  
**1:00 pm**

Board Members Present: Amy Adkins, Doyle Decker, Jacob Hack, Ryan Hamilton, Karen Leek, Melanie Marris, Jaime Warren Sharon Whitaker

Board Members Absent: William Lay

ExOfficio Members: Carson Kerr, Elizabeth Morgan

Guests:

AGENDA ITEM	Time	DISCUSSION	Action
Call to order	1 minute		Meeting was called to order at 1:01pm.
Approval of November Minutes	2 minutes		A motion to approve November minutes was made by Jaime Warren. Melanie Marris seconded. Motion passed.
Approval of Board Travel and per diem	1 minute		Sharon Whitaker made a motion to approve board travel and per diem for today's meeting. Jaime Warren seconded. Motion passed.
Review of Office Personnel Time Records	1 minute		Board chair reviewed office timesheets. No issues were noted.
Committee Reports	20 minutes	<p><u>Education Committee:</u> No report  a. Designation of funds for scholarships: ongoing</p> <p><u>Complaint/Violation Committee:</u></p>	<p>The complaint/violation committee made a recommendation to issue a 25-day suspension and a \$1250 civil penalty in case 19.17 for an individual that worked without a valid license. Doyle Decker seconded. Recommendation passed.</p> <p>The complaint/violation committee made a recommendation to open an investigation in case 19.21. Jaime Warren seconded. Recommendation passed.</p> <p>The complaint/violation committee made a recommendation to ratify the initiating complaint issued by the Executive Director and open an investigation in case 19.22 for an individual that worked without a valid license. Doyle Decker seconded. Recommendation passed.</p>

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		<p><u>Applications Committee:</u></p> <p><u>Communications Committee:</u> No report</p> <p><u>Regulations Revision Committee:</u> No report</p> <p>a. Amendments to administrative regulations: ongoing</p>	<p>The applications committee made a recommendation to approve the initial license application for Charles Davis II. Sharon Whitaker seconded. Recommendation passed.</p> <p>The applications committee made a recommendation to approve the initial license application for John Brown. Jaime Warren seconded. Recommendation passed.</p> <p>The applications committee made a recommendation to approve the reinstatement application for Kevin Fox. Ryan Hamilton seconded. Recommendation passed.</p>
Old Business	15 minutes		
Executive Director Update	5 minutes	<p><u>License Update:</u> November</p> <p>a. New: 29</p> <p>b. Renewal: 504</p> <p>c. Late: 2</p> <p>d. Follow-up to late license submissions: in committee</p> <p><u>Related legislative activity:</u> None</p> <p><u>Related ARRT, ASRT, NMTCB updates:</u></p> <p>The AAPM published a FAQ document related to the recent shielding recommendations:</p> <p><a href="https://www.aapm.org/org/policies/documents/CARES_FAQs_Patient_Shielding.pdf">https://www.aapm.org/org/policies/documents/CARES_FAQs_Patient_Shielding.pdf</a></p>	

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		<p><u>Budget:</u> November report distributed</p> <ul style="list-style-type: none"> <li>a. Revenue</li> <li>b. Expenditures</li> <li>c. YTD Balance</li> <li>d. Outstanding Bills</li> </ul> <p><u>Other:</u> None</p>	
<p><b>New Business</b></p>		<p><u>2020 Board Meeting Schedule:</u></p>	<p>Ryan Hamilton made a motion to delegate increased responsibilities to the administrative assistant and that these increased responsibilities should be considered during the next performance evaluation. Sharon Whitaker seconded. Motion passed.</p> <p>Jaime Warren made a motion to allow Executive Director to work from home as needed, and in consultation with the Board Chair. Sharon Whitaker seconded. Motion passed.</p> <p>Jacob Hack made a motion to delegate authority to the Board Chair and Vice Chair to act on behalf of the Executive Director, Elizabeth Morgan, should she be indisposed. Jaime Warren seconded. Motion passed.</p> <p>Doyle Decker made a motion that the Board revise its regular meeting schedule for 2020 to meet every other month, instead of monthly, on the second Wednesday of the month. Additionally, the Board staff, in consultation with Board counsel, be delegated authority to act on applications and complaints with Board ratification at the next Board meeting. Committees may meet during interim periods as agreed by committee members. Melanie MARRS seconded. Motion passed. Sharon Whitaker made a motion to amend the previous motion to include that the meeting schedule of every other month will begin with the January 8, 2020 meeting; and all meetings will be held at 125 Holmes Street in Frankfort, KY at 1:00pm, with committee meetings in the morning prior to the Board meeting. Melanie MARRS seconded motion. Motion passed.</p>

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<b>Future meetings</b>		January 8, 2020 <i>All meetings are scheduled to start at 1:00 p.m. and are held at the KBMIRT office: <b>125 Holmes Street, First Floor Conference Room</b></i>	Board members were reminded that the January meeting will include officer elections. Board members should submit nominations to Executive Director.
<b>Meeting adjourned</b>			Melanie Marrs made a motion to adjourn meeting. Sharon Whitaker seconded. Meeting adjourned at 1:40 pm.